

# Interactive Reporting Workshop

August 2015



**BREAZ**  
BUSINESS RE-ENGINEERING ARIZONA

# Agenda – Interactive Users

- Understand reporting types 1:00 – 1:10
- Common questions and answers 1:10 – 1:20
- Demonstrate online inquiry capabilities 1:20 – 1:35
- Demonstrate reporting capabilities 1:35 – 2:00
- Review current reporting 2:00 – 2:20
- Final Q&A 2:20 – 2:30

**Amy Aeppli**  
GAO Reporting Lead

# UNDERSTANDING REPORTING TYPES

# InfoAdvantage

- Security roles
- Scheduled (published) reports versus Interactive (on-demand) reports
- Folder structures
  - Statewide vs Department Folders
  - Recommendations for managing Department Folders
- Using Copy & Paste
- Exporting

# Security Roles

- Reporting Security Role / Access and Capabilities
  - INFO\_INTRCT – Ability to run interactive reports in the Statewide or Agency specific folder
  - XXX\_INFO\_DVLPR – Ability to create reports within infoAdvantage, excluding HRIS and confidential information
  - XXX\_INFO\_1099AP – Ability to view reports in the Agency 1099/AP Confidential Folder
  - XXX\_INFO\_PYRL – Ability to view information in the Payroll Confidential Folder
  - XXX\_INFO\_HRIS – Ability to create reports with the HRIS universe.

\*All AFIS Users have access to infoAdvantage, but can only view Published Reports

# Security Roles

- Recommended CBTs for Training
  - Navigation Basics (AFINB\_S)
  - Beyond the Basics (AFISBB\_S)
  - Chart of Accounts (AFISCOA\_S)
  - Document Approval (AFISDOC\_S)
  - End User Reporting (AFISRPT\_S)

# Report Types



## Scheduled

- aka Published Reports
- Runs automatically at night
- May be “burst” by Department
- Published to Agency ‘XXX Published Reports’ folder



## Interactive

- aka On Demand Reports
- Available to run on demand
- May require prompts such as Dept, FY and APD; other prompts may be available
- Export (save) as PDF or Excel



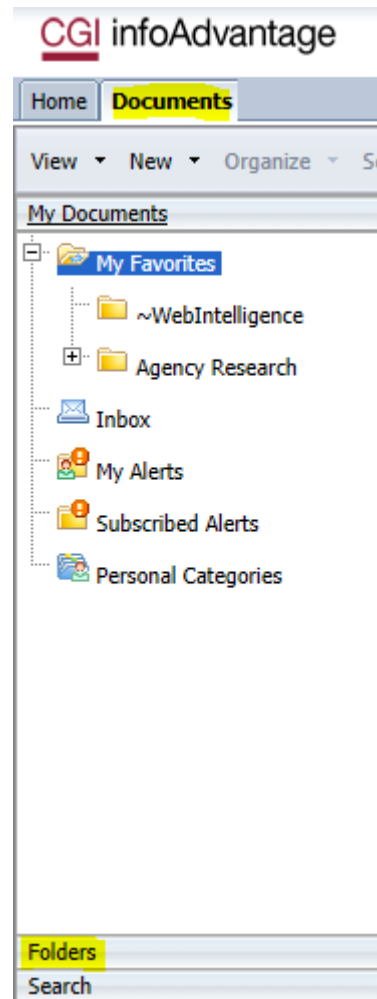
## Baseline

- Basic out-of-the-box reports
- Several replaced by AZ “clones” with added Department prompt
- Several replaced to use AZ Budget Structures



# Reports Location

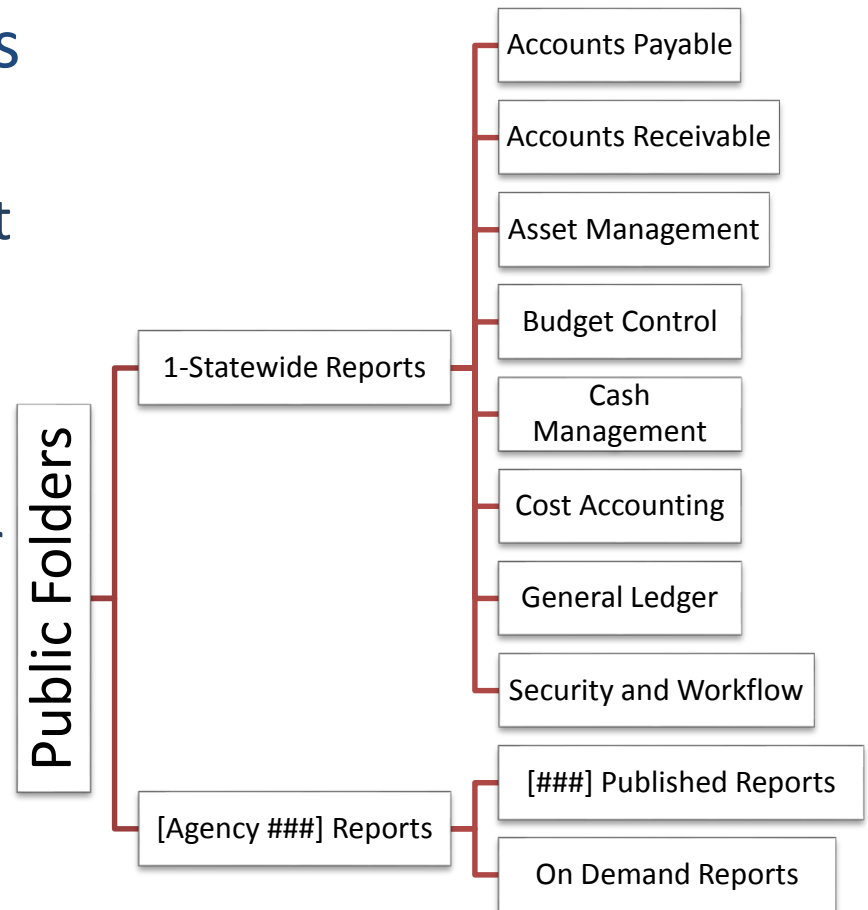
- Documents Tab, Folders Section





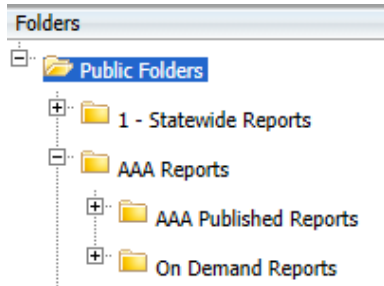
# Folder Structures

- Statewide, Agency Folders
  - Statewide folders contain all on-demand reports that can be run by all agencies
  - Scheduled reports are “burst” to the Agency “Published Reports” folder
  - Agency-specific reports should be stored in the Agency’s “On Demand Reports” folder

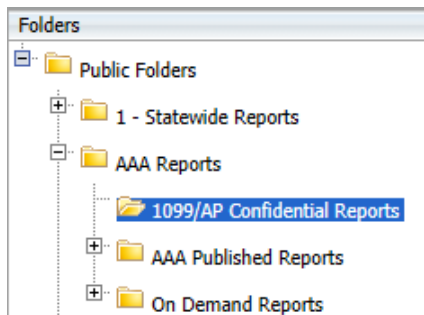


# Folder Access

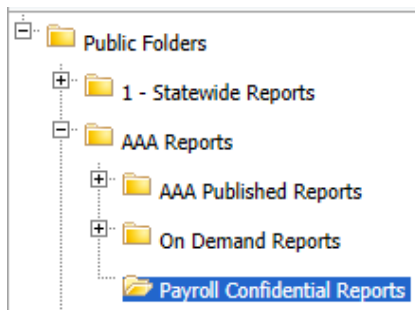
- INFO\_INTRCT & XXX\_INFO\_DVLPR



- XXX\_INFO\_1099AP







- XXX\_INFO\_PYRL & XXX\_INFO\_HRIS



# Published (Scheduled) Reports

- Data populated on reports, available to all AFIS users
- Daily Published Reports Available

	FIN-AZ-AM-N332 Pending Fixed Asset Shell Transactions by Department : 212625 2015-08-12-01-18-26
	FIN-AZ-GM-C076a Daily Total Draws : 212676 2015-08-12-01-18-26
	FIN-AZ-AP-N291 Warrant Register by Agency : 212367 2015-08-12-01-18-26
	FIN-AZ-AP-N292 Daily Warrant Transmittal : 212380 2015-08-12-01-18-26


















- Monthly Published Reports Schedule

July	8/3/15
August	9/1/15
September	10/1/15
October	11/2/15
November	12/1/15
December	1/4/16
January	2/1/16
February	3/1/16
March	4/1/16
April	5/2/16
May	6/1/16
June	7/1/16

Monthly reports will be run in the batch cycle on the days listed (1<sup>st</sup> Business Day of month) for the previous month.

# Published (Scheduled) Reports

- Monthly Published Reports Available

	FIN-AZ-BG-N209 Agency Activity by Division : 180835 2015-08-04-02-19-20
	FIN-AZ-BG-N141 Status of Appropriations : 181501 2015-08-04-02-19-20
	FIN-AZ-BG-N118 Department Budget by Division District Bureau Section and Unit : 184290 2015-08-04-02-19-20
	FIN-AZ-BG-N135 Detailed Appropriation Activity by Unit and Task : 181127 2015-08-04-02-19-20
	FIN-AZ-BG-N140 Budget Activity by OSPB Master List : 181270 2015-08-04-02-19-20
	FIN-AZ-BG-N146 Department Budget vs. Actuals by Division and Bureau : 183006 2015-08-04-02-15-09
	FIN-AZ-GM-C080 Program Trial Balance by Department : 176993 2015-08-04-02-10-48
	FIN-AZ-GL-N207 General Ledger Balances by Fund : 176686 2015-08-04-02-10-48
	FIN-AZ-BG-N144 Appropriation Budget Quarterly Allotment vs Actual Expense : 178679 2015-08-04-02-12-41
	FIN-AZ-BG-N145 Department Budget vs Actuals by Division : 179304 2015-08-04-02-12-41
	FIN-AZ-BG-N147 Department Budget Control by Program Division and Unit : 179339 2015-08-04-02-12-41
	FIN-AZ-BG-N197 Department Budget vs. Actuals by Division and District : 179755 2015-08-04-02-12-41
	FIN-AZ-AP-N151 Outstanding Warrants by Department : 178957 2015-08-04-02-10-55
	FIN-AZ-AP-N297 Expired Warrants by Agency : 176950 2015-08-04-02-10-55
	FIN-AZ-AP-N157 Monthly Paid Warrants : 179258 2015-08-04-02-10-55
	FIN-AZ-SEC-N351 Self Approval Transactions : 177783 2015-08-04-02-11-23
	FIN-AZ-AM-C049a Fixed Asset Acquisitions by Department and Asset Type : 177221 2015-08-04-02-10-48
	FIN-AZ-AM-C050a Fixed Asset Dispositions by Department : 177538 2015-08-04-02-10-48
	FIN-AZ-GL-N343 General Ledger Activity : 175453 2015-08-04-02-04-30

# Tips & Tricks

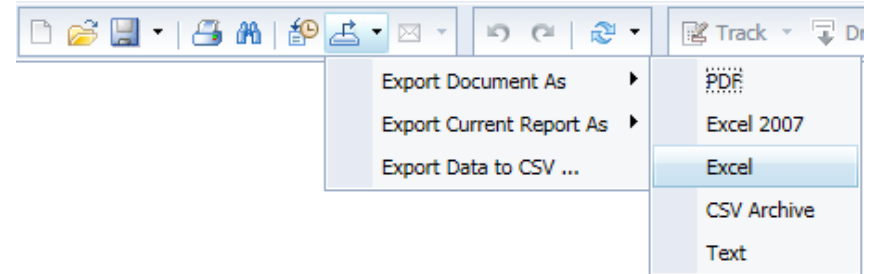
- Demo how to add 'Created On' field to column view & sort by for Published Reports

# On Demand (Interactive) Reports

- Data may not be populated until report Refreshed and/or Prompts entered
- Available only to Interactive or Report Developer roles
- Reports are NOT burst to Agency 'On Demand Reports' folder
- Can **Copy** from '1 – Statewide Reports' folder and **Paste** to Agency 'On Demand Reports' folder

# Exporting (save) Documents

- Export (save) to PDF or Excel
  - Export data as generated with the prompts
- Use browser functions to complete the export
  - Save As..., etc.
- Avoid “Export Data to CSV ...” option
  - It exports the underlying queries, not the filtered and calculated data



**Amy Aeppli**  
GAO Reporting Lead

# COMMON QUESTIONS & ANSWERS



# Common Q&A

- Will updates to a report design also update those I copied to My Favorites or Agency folder?
  - No, you would need to copy and paste the report again to reflect the updates
- Can reports be deleted?
  - Interactive users are restricted from deleting and must contact an Agency Report Developer or GAO for a deletion

# Common Q&A

- Where are the Payroll Reports?
  - We do not have Payroll Reports in infoAdvantage. Control-D should still be utilized for HRIS Reports as was done prior to the new AFIS
- Can reports be sent/scheduled via Email?
  - This feature is still being tested and reviewed. Reports can be downloaded in Excel or PDF and emailed as an attachment

**Tiffany Franks**

GAO Reporting Manager

# DEMONSTRATE ONLINE INQUIRY CAPABILITIES

# Types of Reporting Needs

- Snapshot of the current state
  - What vendors provide goods/services I want? (ProcureAZ)
  - How much money is left in my budget? (BQxxLVx)
  - What checks have not cleared? (CHREC)
- Transaction summaries by period (InfoAdvantage)
  - How much did the Program pay out this period?
  - How much can I bill for reimbursement against this Grant for this period?
- Transaction histories
  - What transactions hit this Appropriation Unit? (BQ9xLVx)
  - What orders were sent to this Vendor? (VTH)

# Reporting Needs: AFIS Inquiries

- Budget
  - ESUM\*
  - BQ93LV\*
- Budget vs. Actual
- Accounting Journal using JACTG
- Vendor Activity using VTH
- Balances
  - Cash Balance Detail using CBALDQ
  - Inception-to-Date (ITD) Balance Sheet Detail using BBAL
- Document Catalog

# Budget Structures Reference




## Expense Budget







- 93: Dept Object Group
  - Level 1: BFY, Dept, Appr Unit, Fund
  - Level 2: + Division
  - Level 3: + Object Class
- 95: Unit
  - Level 7: BFY, Fund, Dept, Appr Unit, Division, District, Bureau, Section, Unit, Object Class

## Project Accounting

- 38: Program/Phase
  - Level 1: Dept, Maj Program
  - Level 2: + Program
  - Level 3: + Period
- 39: Phase Reimbursable
  - Level 1: Dept, Maj Program, Program, Period, Funding Profile, Funding Priority
  - Level 2: Dept, Major Program, Program, Period, Funding Profile, Funding Line

# Budget Structure 93: Level 3 ESUM


Jump to:    Go


 Home
  Personalize
  Accessibility
  App Help
  About
 

Welcome, Spencer Ted
Procurement
Budgeting
Accounts Receivable
Accounts Payable

Budget Structure 93 Level 3 ESUM

Menu

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[Clear](#)


BFY :   
 Fund :   
 Department :   
 Appr Unit :   
 Div :   
 Obj Class :   
 Detail :  

	BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
✓	2015		ADA				\$497,715,400.00	\$537,982.29	\$29,742,418.72	\$933,973.09	\$466,501,025.90	\$467,039,008.19

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	BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
	2015	AD4204	ADA				\$30,100,000.00	\$0.00	\$0.00	\$53,364.18	\$30,046,635.82	\$30,046,635.82
	2015	AD4213	ADA				\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00
	2015	AD4214	ADA				\$30,120,000.00	\$0.00	\$0.00	\$750.98	\$30,119,249.02	\$30,119,249.02
✓	2015	AD4216	ADA				\$162,095,400.00	\$488,404.42	\$19,561,278.82	\$1,689,219.91	\$140,356,496.85	\$140,844,901.27
	2015	AD4230	ADA				\$60,100,000.00	\$0.00	\$10,011,502.27	\$19,702.80	\$50,068,794.93	\$50,068,794.93
	2015	AD4231	ADA				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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[Dept Expense 93: Level 3](#)

# BQ93LV3: Dept/AU/Fund/ObjClass






## Dept Expense 93: Level 3

[Menu](#)

BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Encumbered	Actual Expenses	Unobligated
2015	AD4216	ADA	AD00001	9500	6000	\$4,227,800.00	\$14,234.27	\$5,541.99	\$4,208,023.74
2015	AD4216	ADA	AD00001	9500	6100	\$1,513,200.00	\$0.00	\$0.00	\$1,513,200.00
2015	AD4216	ADA	AD00001	9500	6200	\$420,000.00	\$100.00	\$16.59	\$419,883.41
2015	AD4216	ADA	AD00001	9500	6500	\$21,000.00	\$0.00	\$0.00	\$21,000.00
2015	AD4216	ADA	AD00001	9500	6600	\$2,500.00	\$0.00	\$0.00	\$2,500.00
✓ 2015	AD4216	ADA	AD00001	9500	7000	\$16,321,200.00	\$2,411,534.34	\$737,390.53	\$13,172,275.13
2015	AD4216	ADA	AD00001	9500	8100	\$5,000,000.00	\$0.00	\$0.00	\$5,000,000.00
2015	AD4216	ADA	AD00001	9500	8200	\$5,000,000.00	\$0.00	\$0.00	\$5,000,000.00

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### ▼ Budget Actuals

Purchase Reservations :	\$0.00		Uncommitted :	\$12,715,054.20
Pre-Encumbered :	\$457,220.93		Unobligated :	\$13,172,275.13
Encumbered :	\$2,411,534.34		Unexpended Cash :	\$15,590,220.19
Accrued Expenses :	\$6,410.72		Unexpended Accrued :	\$15,583,809.47
Cash Expenses :	\$730,979.81			
Actual Expenses :	\$737,390.53			

### ► Budgeted Amounts

### ► General Information

[Top](#)[Modified Budget Line Controls](#) [Previous Level](#)



# Budget vs. Actual: Program

- BQ38LV\*
  - 1 MajProg
  - 2 Program
  - 3 Prg/Period

**AFIS** Welcome, Spencer Ted | Procurement | Budgeting | Accounts Receivable | Accounts Payable

### Program Budget

Department	Major Program	Program	Name	Current Budget	Actual Expenses	Total Revenue	Unobligated	Unrecognized Revenue
HSA	WIC	WICADMIN	HSA-WIC-WICADMIN	\$502,400.55	\$4,910.95	(\$15.00)	\$496,352.65	\$15.00
✓ HSA	WIC	WICFOOD	HSA-WIC-WICFOOD	\$4,003,137.55	\$8,959.75	\$1,000,000.00	\$3,985,439.22	(\$1,000,000.00)
HSA	WIC	WICREBATE	HSA-WIC-WICREBATE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00

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**Expense Actuals**

Purchase Reservations : \$0.00	Uncommitted : \$3,971,155.22
Pre-Encumbered : \$14,284.00	Unobligated : \$3,985,439.22
Encumbered : \$8,738.58	Unexpended Accrued : \$3,994,177.80
Accrued Expenses : \$8,301.42	Unexpended Cash : \$4,002,479.22
Cash Expenses : \$658.33	
Actual Expenses : \$8,959.75	
Charges : \$0.00	

---

**Revenue Actuals**

Expected Revenue : \$0.00	Total Revenue : \$1,000,000.00
Unbilled Earned Revenue : \$0.00	Revenue Credits : \$0.00
Billed Earned Revenue : \$8,291.42	
Collected Earned Revenue : \$1,000,000.00	
Collected Unearned Revenue : \$0.00	
Unrecognized Revenue : (\$1,000,000.00)	

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**Budgeted Amounts**

**General Information**

Top

[Program Budget Controls](#) | [Program Period Budget](#) | [Major Program Budget](#)

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### Detailed Transaction Listing

Doc Code	Doc Dept	Doc ID	Document Identifier	Encumbered
✓ PRCPZ1	HSA	PR0000001004	PRCPZ1 HSA PR0000001004	(\$16.25)
POPZ1	HSA	PO0000001476	POPZ1 HSA PO0000001476	\$59.57
PRCPZ1	HSA	PR0000000999	PRCPZ1 HSA PR0000000999	(\$5.42)
PRCPZ1	HSA	PR0000000990	PRCPZ1 HSA PR0000000990	(\$16.25)
PRCPZ1	HSA	PR0000000989	PRCPZ1 HSA PR0000000989	(\$10.83)
POPZ1	HSA	PO0000001452	POPZ1 HSA PO0000001452	\$5.42
POPZ1	HSA	PO0000001451	POPZ1 HSA PO0000001451	\$55.00
POPZ1	HSA	PO0000001445	POPZ1 HSA PO0000001445	\$3.00
POPZ1	HSA	PO0000001444	POPZ1 HSA PO0000001444	\$27.08
GAX	HSA	150000001523	GAX HSA 150000001523	(\$500.00)
GAE	HSA	150000000576	GAE HSA 150000000576	\$500.00
IPO	HSA	150000000132	IPO HSA 150000000132	\$123.25
GAX	HSA	150000000481	GAX HSA 150000000481	(\$50.00)
GAE	HSA	150000000340	GAE HSA 150000000340	\$200.00
GAX	HSA	150000000477	GAX HSA 150000000477	(\$50.00)
GAE	HSA	150000000337	GAE HSA 150000000337	\$200.00

First Prev Next Last Download

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**Search**

Doc Code : PRCPZ1

Doc Dept : HSA

Doc ID : PR0000001004

Encumbered (\$16.25)

OK Cancel

# Accounting Journal

The screenshot displays the AFIS Accounting Journal interface. At the top, there's a navigation bar with links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. Below this is a table of journal entries. A red arrow points from the 'Search' button in the top left to a search filter window that is open in the foreground.

Run Tm	Document	Doc Pstng Ln	Dr/Cr	Pstng Am
04/29/2015	POPZ1_DTA,PO0000002534,1	5	D	\$37,050.00
04/29/2015	POPZ1_DTA,PO0000002534,1	3	D	\$5,700.00
04/29/2015	POPZ1_DTA,PO0000002534,1	4	D	\$612,950.00
04/29/2015	POPZ1_DTA,PO0000002534,1	1	D	\$40,000.00
04/29/2015	POPZ1_DTA,PO0000002534,1	2	D	\$54,300.00
04/29/2015	POPZ1_DTA,PO0000002535,1	1	D	\$100,000.00
04/29/2015	POPZ1_DTA,PO0000002585,1	2	D	\$11,161.55
04/29/2015	POPZ1_DTA,PO0000002585,1	3	D	\$1,171.65
04/29/2015	POPZ1_DTA,PO0000002585,1	1	D	\$8,222.14
04/29/2015	PRCPZ1_DTA,PR0000001749,1	2	C	(\$43,440.00)

Below the table, there are buttons for 'First', 'Prev', 'Next', 'Last', and 'Download'. To the left of the table, there are links for 'Copy', 'Search', and 'Calculate Total'. Below these, there's a section for 'General Accounting' with various filters: Doc Record Date (06/26/2015), Fiscal Period (12), Fiscal Year (2015), Budget FY (2015), Fiscal Quarter (4), Event Category (PR), Event Type (PR05), and Bank Account. A red arrow points from the 'Search' button to a search filter window that is open in the foreground.

The search filter window has the following fields:

- Run Tm: [ ]
- Doc Record Date: [ ]
- Fiscal Period: [12]
- Fiscal Year: [2015]
- Budget FY: [ ]
- Posting Code: [P005]
- Department: [DTA]
- Fund: [ ]
- Appr Unit: [ ]
- Unit: [ ]
- Function: [ ]
- Object: [ ]
- Revenue: [ ]
- BSA: [ ]
- Activity: [ ]
- Major Program: [ ]
- Program: [F000401]
- Phase: [ ]
- Program Period: [ ]
- Doc CD: [ ]
- Doc Dept: [ ]
- Doc ID: [ ]
- Vendor Customer: [ ]

At the bottom of the search filter window, there are buttons for 'Ok', 'Clear', and 'Cancel'.

- Searchable filters
  - Doc Codes
  - COA
  - Posting Codes
  - FY/BFY, APD, Record Dt
  - Vendor Number
- Download details
  - Key use should be for reconciliation purposes
- Calculate total
  - See Page Help for required elements

# Vendor Activity

- Vendor Transaction History (VTH)
- Accounting Journal (JACTG) by Vendor Number

Vendor Transaction History

Menu Back

[Browse](#) [Clear](#)

Vendor/Customer Code : 
Address ID : 
Vendor Invoice Number : 
Bank Account Code : 
Record Date : 
Budget Fiscal Year : 
Accounting Period : 
Department : 
Unit : 
Object :

Document Type : 
Document Code : 
Event Type : 
Check Number : 
Check Description : 
Fiscal Year : 
Fund : 
Sub Fund : 
Sub Unit : 
Sub Object :

[Calculate Total](#)

	Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice Number	Bank Account Code	Check Number	Check Description
✓	3/30/15	POPZ1,ADA,PO0000000037	F	1	1	1	\$570.00					
	3/30/15	POPZ1,ADA,PO0000000037	F	1	2	1	\$70.00					
	3/30/15	POPZ1,ADA,PO0000000037	F	1	3	1	\$43.32					
	3/30/15	POPZ1,ADA,PO0000000037	F	1	4	1	\$32.49					
	3/30/15	POPZ1,ADA,PO0000000037	F	1	5	1	\$290.00					
	3/30/15	POPZ1,ADA,PO0000000037	F	1	6	1	\$190.00					
	3/30/15	POPZ1,ADA,PO0000000040	F	1	1	1	\$8.66					
	3/30/15	POPZ1,ADA,PO0000000041	F	1	1	1	\$8.66					
	3/30/15	PRCPZ1,ADA,PR0000000038	F	1	1	1	\$6.50	POPZ1,ADA,PO0000000040	P2	BK01		
	3/30/15	PRCPZ1,ADA,PR0000000039	F	1	1	1	\$6.50	POPZ1,ADA,PO0000000041	P3	BK01		

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[Vendor Invoice Registry](#)
[Matching Status](#)
[Disbursement Query](#)
[Check Reconciliation](#)
[Paid Checks](#)
[Customer Information](#)
[Lifecycle Inquiry](#)

# Cash Balance Detail

- Search Fund, Sub-Fund
- Drill down to Actuals


Jump to:     Home

Welcome, Spencer Ted
Procurement
Budgeting
Accounts Receivable
Accounts Payable

Cash Balance Detail

Menu

	Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓	AD1107	BLNK	\$1,772,494.92	\$1,772,494.92	\$1,772,494.92
	AD2000	BLNK	\$268,252.81	\$268,252.81	\$268,252.81
	AD2001	BLNK	\$13,083.04	\$13,083.04	\$13,083.04
	AD2025	BLNK	\$153,266.47	\$153,266.47	\$153,266.47
	AD2025	ERCAST	\$0.00	\$0.00	\$0.00

First Prev Next Last

Search

Fund :

Sub Fund :

Cash Balance :  

Pending Increase Non-Cash :  

Pending Decrease Non-Cash :  

Pending Increase Cash :  

Pending Decrease Cash :  

Accepted Increase Non-Cash :  

Accepted Decrease Non-Cash :  

Adjusted Cash Balance :

Cash Balance Minimum :

Available Cash Balance :

☐ [Cash Balance Detail Maintenance](#)
☐ [Cash Balance Summary](#)

# ITD Balance Sheet Detail

- Search Fund, BSA
- Drill down to Actuals

ITD Balance Sheet Detail

Menu Back

Fund	Name	Sub Fund	Name	BSA	Name	Sub BSA	Name	BSA Type	Balance	Begin Day Balance
✓ AD1107	PERSONNEL DIVIS	BLNK		0070	Cash Dep Tra	BLNK		Asset	\$1,904,594.39	\$1,911,314.57
AD1107	PERSONNEL DIVIS	BLNK		0817	It Equipment	BLNK		Asset	\$1,447,315.14	\$1,447,315.14
AD1107	PERSONNEL DIVIS	BLNK		0852	Bldngs	BLNK		Asset	\$100,000.00	\$0.00
AD1107	PERSONNEL DIVIS	BLNK		0868	Ad Edp Equip	BLNK		Asset Offset	(\$699,555.03)	\$0.00
AD1107	PERSONNEL DIVIS	BLNK		0871	Ad Buildings	BLNK		Asset Offset	(\$986.30)	\$0.00

First Prev Next Last

Search

Fund : AD1107

PERSONNEL DIVIS

Sub Fund : BLNK

BSA : 0070

Cash Dep Tra

Sub BSA : BLNK

BSA Type : Asset

Debit Amount : \$1,911,314.57

Credit Amount : \$6,720.18

Balance : \$1,904,594.39

Begin Day Balance : \$1,911,314.57

Fund : AD\* x

BSA :

Balance :

Sub Fund :

Sub BSA :

Ok Clear Cancel

Cash Balance Detail

Fund Balance Detail


FY Balance Sheet Detail

ITD Balance Sheet Summary

# Document Catalog

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  - User ID
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**Document Catalog**


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Code :  Unit :

Dept :  ID :

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Create User ID :  Create Date :  

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Phase :

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	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	BGA90	ADA		150000000395	No	1	New	Final	Submitted	6/26/15	tfranks	\$0.00	Yes
<input type="checkbox"/>	BGE93	ADA		150000000336	No	1	New	Final	Submitted	6/25/15	tfranks	\$0.00	Yes
<input type="checkbox"/>	BGEXP1	ADA		150000000002	No	1	New	Final	Submitted	6/26/15	tfranks	\$5,000,000.00	Yes
<input type="checkbox"/>	GAE	ADA		150000000660	No	1	New	Final	Submitted	6/26/15	tfranks	\$50.00	Yes
<input type="checkbox"/>	GAX	ADA		1500000002017	No	1	New	Final	Submitted	6/26/15	tfranks	\$50.00	Yes
<input type="checkbox"/>	IETRE	ADA		150000000034	No	1	New	Final	Submitted	6/26/15	tfranks	\$15.00	Yes
<input type="checkbox"/>	ITI	ADA		150000000229	No	1	New	Final	Submitted	6/28/15	tfranks	\$500.00	Yes
<input type="checkbox"/>	ITIBS	ADA		150000000017	No	1	New	Final	Submitted	6/26/15	tfranks	\$10,000,000.00	Yes

First Prev Next Last

**Amy Aeppli**

GAO Reporting Lead

# DEMONSTRATE REPORTING CAPABILITIES

***BREAZ***

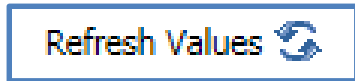
# How to Run Interactive Reports

1. Jump to INFOADV from AFIS
2. Navigate Folders  
Public Folders > Statewide Reports > *[Functional Area]*
3. Launch report
4. Refresh report with your updated prompts
5. Export to PDF or Excel as desired



# How to Run Interactive Reports

- Helpful Hints
  - Prompt Entry is CASE sensitive
  - Required versus Non Required prompts
  - Click Refresh populates the report



**Tiffany Franks**

GAO Reporting Manager

# REVIEW CURRENT REPORTS BY FUNCTIONAL AREA

***BREAZ***

# Reports by Functional Area

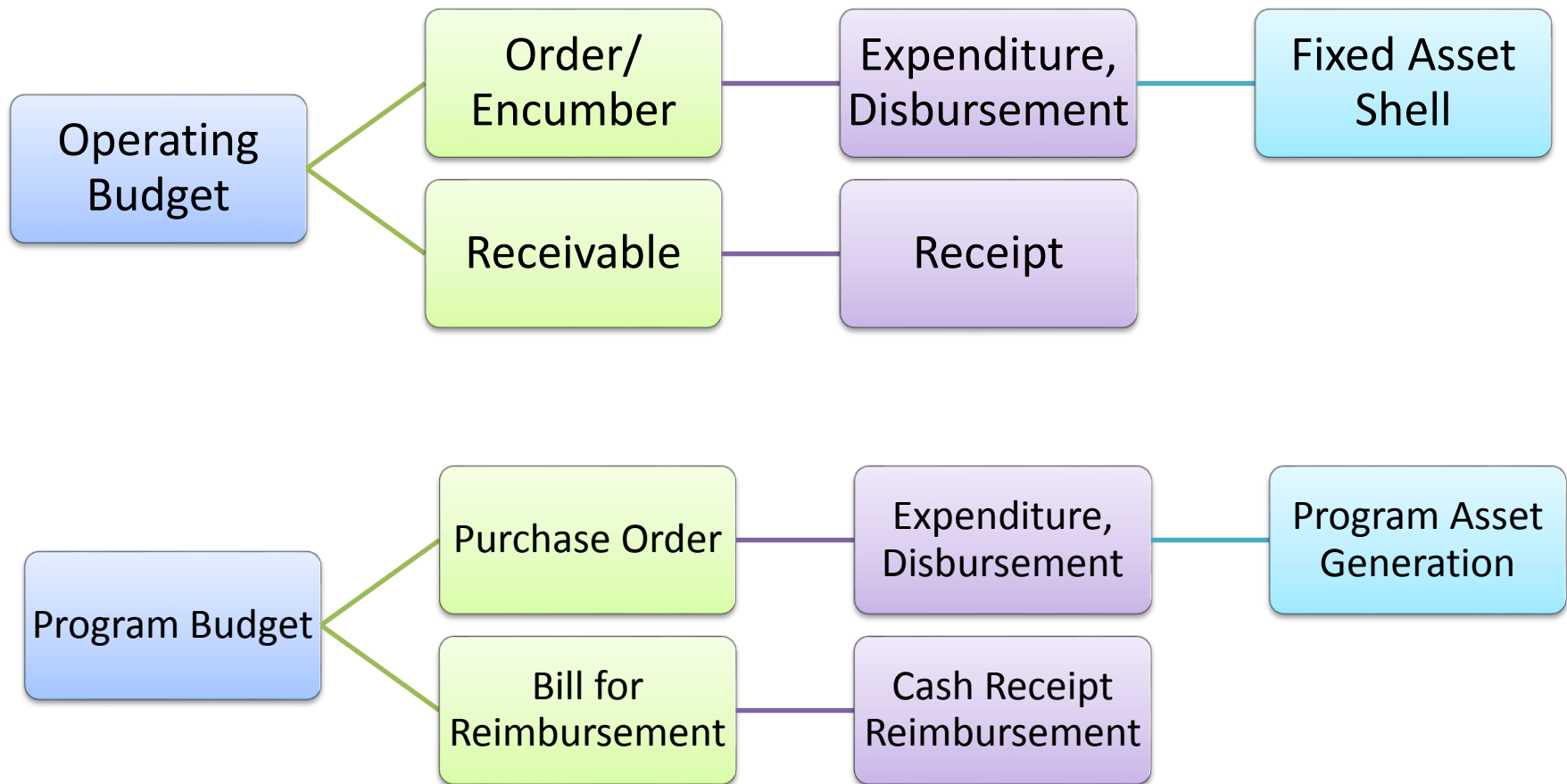
- Review current reporting by Functional Area, leveraging crosswalk information
- See Spreadsheet embedded below



Microsoft Excel  
Worksheet

# REFERENCE MATERIALS

# Process Overviews



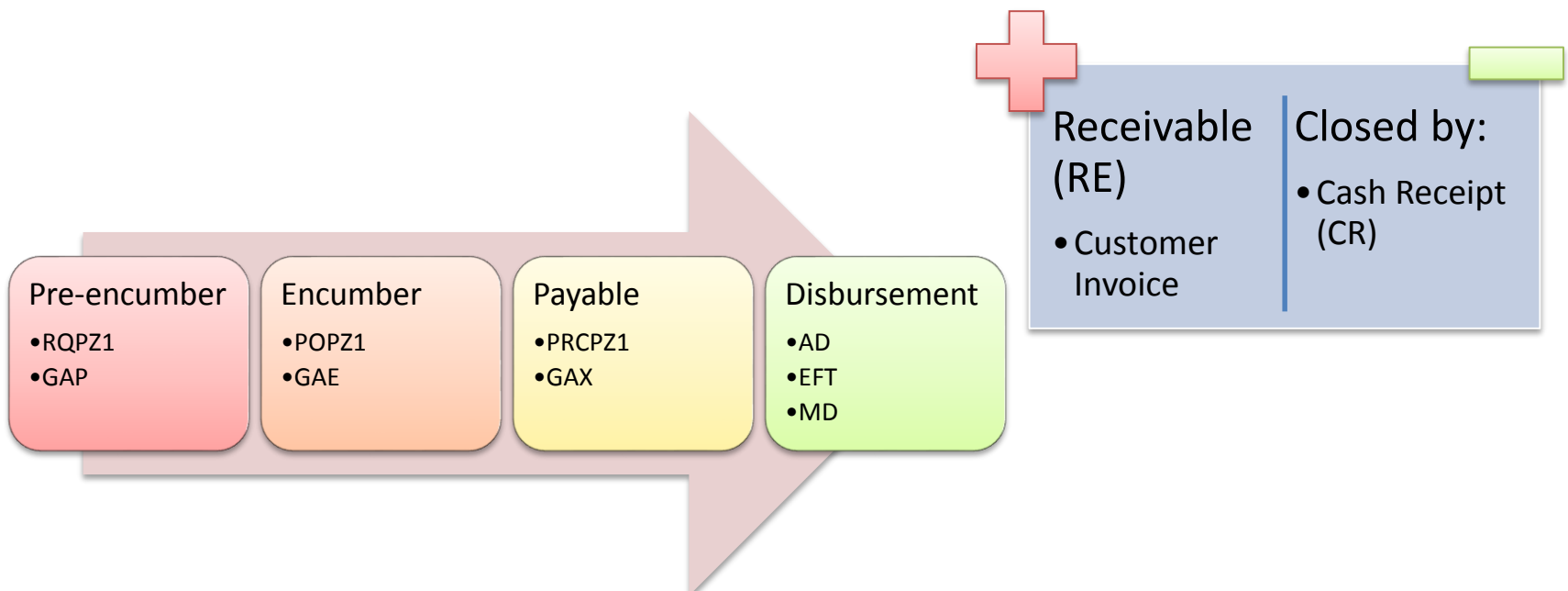
# Document Reference Chains

## Accounts Payable

- Item amounts closed by next referencing items
- “Open” an encumbrance, “close” it with a payable

## Accounts Receivable

- A receivable is opened by a customer invoice
- A receivable is closed by collecting the billed amount



# How does AFIS Process Data?

